



Committee called to order by Heather Leavell, Co-Chairman, on April 12, 2011 at 7:15 p.m.

Members present: Aimee Tabemer, Sarah Burks, Heather Leavell, Roly Chaput, Terry Shaoul, James McGough, Trustee Emeritus, Arthur Bush, Paul McGaffigan, Treasurer. Absent Member: Geraldine Tremblay. Guests: Jackie Bates, Christine Sharbrough, Chuck Luca.

Minutes of January 11, 2011 - R. Chaput made motion to approve the minutes of January 11, 2011 as corrected. S. Burks second. Unanimously approved.

Minutes of February 8, and March 8, 2011 - R. Chaput made motion to table the minutes for February and March, 2011 until next meeting. S. Burks second. Unanimously approved.

Treasurer's Report - P. McGaffigan distributed the Treasurer's Report. R. Chaput made motion to accept the Treasurer's Report as presented. S. Burks second. Unanimously approved. P. McGaffigan then distributed Treasurer's Reports from January, February and March and reconciliation of checkbook for 2010. There is one check outstanding from Museums of Boston. S. Burks reported that they have a meeting this Thursday. We did make \$7,000 for fall appeal. S. Burks made motion to accept the Treasurer's Reports of January, February and March as presented. A. Tabemer second. Unanimously approved.

Bills - S. Burks - submitted bill for purchase of three bookshelves from Craig's List in the amount of \$150. \$150 was pre-approved at the March meeting. There was also a charge for U-Haul Expense in the amount of approximately \$50 which S. Burks generously donated. A. Tabemer - reported that any donations that were received during the October Archeology Month event with the Arlington Historical Society went to purchase items for the next event so no further charges were necessary. R. Chaput submitted bill for three month maintenance in the amount of \$165. S. Burks made motion to recommend that the Corporation pay \$165 to R. Chaput as previously mentioned. T. Shaoul second. Unanimously approved.

Communications - S. Burks distributed letters that went to the MFA and Chronicle. G. Tremblay suggested that we send a condolence card to Kevin Greeley on the death of his brother Brian. Card was circulated for signature. T. Shaoul will send out. T. Shaoul reported sending letter to Arlington Center for the Arts regarding our Museum field trip and hoping that we can do something for next year. T. Shaoul reported while attending the Arlington Cultural Council reception she met Karen Dillon who lives in Arlington, is an artist, teacher, writer and has two children in the school system and is on the ACC Board. She asked her if she would be interested in helping us out? She said yes. She will send her information for our next meeting. A. Tabemer reported sending letter to the Arlington Advocate - just changed editors - not sure it will get in.

Fundraising - H. Leavell reported that our intern, Brynn Leggett, who is a graduate student, is working on cultivating more large donors. S. Burks distributed draft of spring fundraiser. Discussion on its content. S. Burks will send a copy of the draft to Brynn. They will be going through the guest book again. J. McGough suggested that more people are leaving their e-mail addresses. Jackie Bates volunteered to take on this task when she is at the Museum. C. Sharbrough suggested that she give a talk during one of the open houses that would speak to genealogy, donating and conservation.

Volunteer - J. McGough distributed report to the Trustees. There has been an increase in visitors. H. Leavell made motion to accept Volunteer Report. S. Burks second. Unanimously approved.

150th Anniversary - A. Taberner reported it was suggested that we will split the year between an event month and off months with open houses with gallery talks. H. Leavell suggested a refrigerator magnet listing event dates. H. Leavell will look into this and report back. Tentative schedule - October - C. Sharbrough talk on Dallin's Native Americans. November - Open House - Dallin's Birthday Celebration with cake. December - Salon event, 1920's. January - Open House. Feb/Mar - tour of B. Shure studio and reception. April - Open House. May - Open House geared to parents/students with art contest - public acknowledgement. June/July - Party in the Garden. When Farmer's Market is open Wednesday nights keep Museum open. Nov - Closing event. Asked for opinions and comments. T. Shaoul asked if we were going to involve the Friends of the Drama - Vittoria Dallin was founder.

R. Chaput reported on banners. East Arlington Flag priced a 24" x 48" vinyl double sided pole banner - 2 color - at \$85.00 each. S. Burks suggested asking businesses in the 4 block radius to sponsor a banner. Further discussion ensued. Need image and text. Text suggestion by A. Olszewski a while back - "Discovering Dallin - Where Art Meets History". Image - could use "Appeal" as a watermark.

Old Business - Sign - S. Burks reported receiving a quote from United Sign in Beverly. He quoted \$1759.38 for wood and \$951.88 for PVC. He suggested that PVC would not be good for permanent use. **Collection** - C. Sharbrough will be archiving Rell Francis' archive papers.

Marketing - R. Chaput reported that CTM Marketing has updated our address. There is a new product going forward - a map with ads (3-1/4 x 1.875 = \$630) 150.000 are distributed to Hotels, Visitor Centers, etc. Discussion then ensued. Outcome - not to pursue at this time, possibly fall. **Budget** - \$10,000 Set aside \$2,000 for miscellaneous. Priority projects - sign, website, past perfect database, stationery, press kits, magnets, collections management, printer/fax/copier, internet access, business cards for board members, donation card with 2 new boxes - acquisition fund, education fund.

New Business - J. McGough reported the need to purchase light bulbs. It was the consensus of the board to replace bulbs as needed.

Meeting adjourned at 9:45 p.m

Terry Shaoul